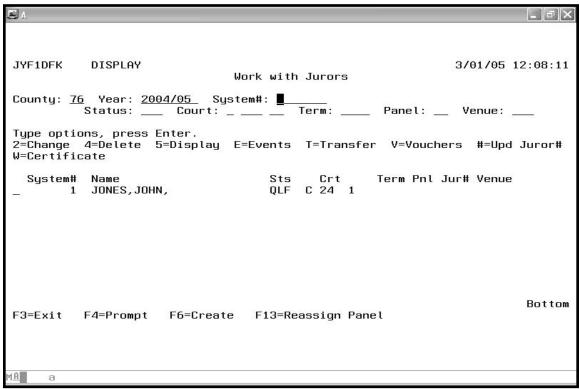


CHAPTER THREE -- WORK WITH JURORS/NAMES ACCESSING JUROR UPDATE SCREENS

WORK WITH JURORS

Overview

The Work with Jurors function is used to record juror status information and to look up juror events. All juror update screens can be accessed from either the work with jurors function or the Work with names function.



Work with Jurors screen

Access Work with Jurors

The work with Jurors screen appears whenever you select WORK WITH JURORS from the JIS Jury System Menu or exit one of the juror update screens.

Field Definitions

COUNTY (Header)

The county in which the user is assigned. Only jurors within this county will display. If a user has multi-county authority, the county number may be changed.

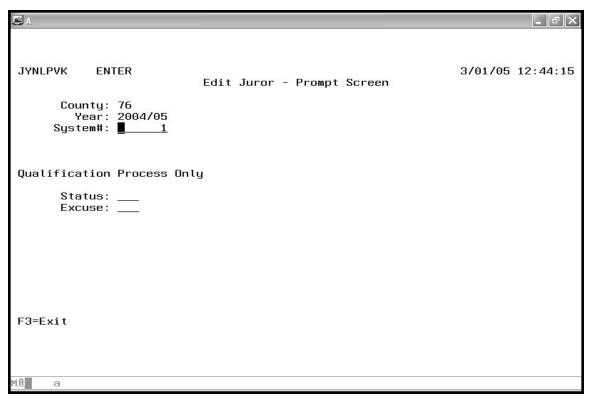
YEAR (Header)

The default jury year assigned for the user. Only jurors within

this year will display. The year can be changed to work with jurors in another year.

The following fields are used to "filter" the list to display only the jurors which match the filtering criteria:

SYSTEM# (Header)	This field is a "positioner" field. Type the system assigned
	number to be displayed on the first detail line of the screen.
+STATUS	Type the status code to display jurors currently in that status.
+COURT (Header)	Enter the three parts of the court (type, number, location) to display jurors assigned to a specific court.
+TERM (Header)	Type up to a four character designation code for a term in this field and information will display for the jurors assigned to that term.
+PANEL (Header)	Type up to a two character designation code for a panel in this field (together with a term designation code) and information will display for the jurors assigned to the requested term and panel.
+VENUE	Type the venue code to display jurors in that particular venue.
SYSTEM#	Enter the system number of the juror to be qualified or updated.
STATUS	The status field is used only in the qualification process. Once the questionnaires have been divided into separate piles, ie: qualified, exempt, permanently excused, etc, enter the status code of the first pile.
EXCUSE	The excuse field is used only in the qualification process. Enter an excuse code from the code table when the status code being used requires an excuse. Example: Status; PEX, Excuse: O70.

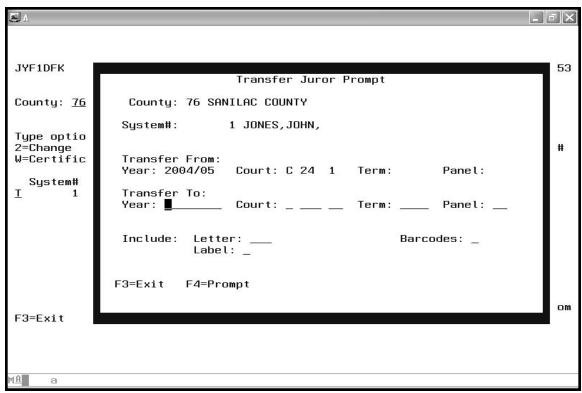


Edit Juror Prompt screen

Options

2=CHANGE	Enter 2 in the option field to qualify or change the juror record. The Edit Juror Prompt Screen will appear.
4=DELETE	Enter 4 in the option field to delete the juror record.
5=DISPLAY	Enter 5 in the option field to display the juror record.
E=EVENTS	Enter E in the option field to display the juror events.
T=TRANSFER	Enter T in the option field to carry a juror over to the following jury year or transfer a juror to another term and panel within the current jury year.
	When carrying a juror over to the following jury year, the current juror's status will change to exempt, an exempt event to excuse the juror will be added, and the juror will be added into the next jury year with a new system number and a qualified status.

When transferring a juror to another term and panel, the juror's status is updated to qualified, a qualified event is added, along with changing the juror's assigned term and panel. The term/



Transfer Jury screen when transferring one at a time

Field Definitions

COUNTY The county in which the user is assigned.

SYSTEM# The number assigned to the juror by the system.

TRANSFER JUROR FROM The current year, court, term and panel of the juror to be

transferred or carried over.

+TRANSFER JUROR TO Enter the year, term and panel the juror is to be transferred

in or carried over to.

LETTER When wanting to send a letter to the juror to advise them that

they have been transferred, enter the letter code for the transfer letter. The letter must be predefined prior to using a

code.

BARCODES Enter Y to print barcodes on the letter or label. Enter N if

barcodes are not desired.

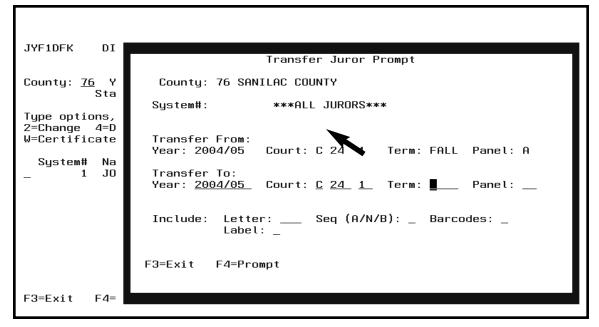
LABEL Enter Y if a label needs to be printed. Enter N if label is

not needed.

F13=REASSIGN PANEL

Press F13 from the Work with Jurors screen when wanting to reassign an entire panel. NOTE: Jurors must be assigned to a court, term, and panel to be able to use this

JYF1DFK DISPLAY 3/02 Work with Jurors	/05 9:11:03
County: <u>76</u> Year: <u>2004/05</u> System#: Status: Court: Term: Panel: Ven	ue:
Type options, press Enter. 2=Change 4=Delete 5=Display E=Events T=Transfer V=Vouchers # W=Certificate	=Upd Juror#
System# Name Sts Crt Term Pnl Jur# V _ 1 JONES,JOHN, QLF C 24 1	enue
52-5-4	Bottom
F3=Exit F4=Prompt F6=Create F13=Reassign Panel	



Transfer Juror screen when transferring an entire panel

Options Continued

V=VOUCHERS Enter V in the option field to display vouchers for juror.

#=UPD JUROR # Enter # in the option field to update the juror number.

W=CERTIFICATE Enter W in the option field to generated a work certificate. See

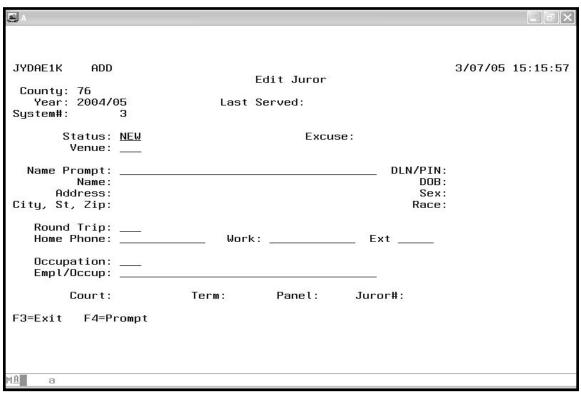
example.

TVI ODEI/ 2.407.4000E	_
JYLOPFK Juror Work Certificate 3/07/2005	
SANILAC COUNTY	
24TH JUDICIAL CIRCUIT COURT SANDUSKY MI 48471	
Year: 2004/05 Court: C 24 1 Term: FALL Panel: A System# Juror# Name/Address Paid Amount	
System# Juror# Name/Address Paid Amount 1 1 JONES,JOHN, \$	
123 MAIN STREET	
CARSONVILLE MI 48419-9406	
Days served: \$	
Miles: \$	
Date Court Clerk/Authorized Official	
The above fee/compensation was received by me on	
Date	
Juror Signature	
our or Signature	
F3=Exit F12=Cancel F19=Left F20=Right F24=More keys	
4A■ a	_

Sample Juror Work Certificate

To Add a Juror

To access the screen to add a juror press [F6] from the Work with Jurors screen. The edit juror key screen then appears with the next available juror number, press [ENTER] and the Edit Juror screen appears. Type the information as it pertains to the juror and press [ENTER].



Edit Juror screen

Field Definitions

COUNTY The County in which the juror resides.

YEAR The jury year of the juror.

LAST SERVED The most recent date of service for the juror.

SYSTEM# The number assigned to the juror at the beginning of the

jury process.

+STATUS The status of the juror.

+VENUE Venue is required only when the county has court locations

with a limited jurisdiction within the county to select jurors.

+EXCUSE The reason a juror is excused, exempt, permanently excused

or unqualified.

+NAME PROMPT This field is used to select or add a name record for the juror

being created. Position the cursor in this field and press [F4] to display the Work with Names screen. See Work with Names

later in this chapter.

DLN/PIN The driver license or personal identification number assigned

to the juror by the Department of State Office.

NAME The name of the juror in the format of Last Name, First Name,

Middle Name.

DOB The date of birth of the juror.

ADDRESS The address of the juror.

SEX The gender of the juror.

CITY,ST,ZIP The city, state and zip code of the juror's residence.

+RACE The ethnic race of the juror.

ROUND TRIP

The round trip mileage of the juror from their residence to the

court location. Validation is available for mileage. See Option

6, Zip Codes on the Maintenance Menu.

HOME PHONE The home telephone number of the juror.

WORK AND EXT The work telephone number and extension of the juror.

OCCUPATION CODE A three letter code that is descriptive of the jurors occupation.

EMPL/OCCUP The name of the juror's employer or occupation.

COURT Type the court designation (C=Circuit, D=District, P=Probate,

T=Trial). this labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number.) The second unlabeled field is the location number the juror is assigned to

(D-67-1, D-67-2).

TERM The assigned term of the juror.

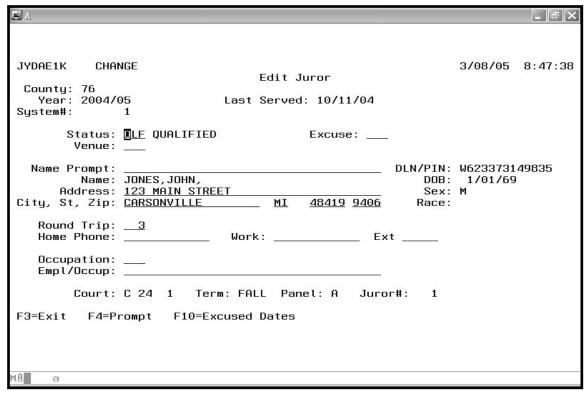
PANEL The assigned panel of the juror.

JUROR# The number given to the juror at the time of their assignment

to a panel.

To Update a Juror

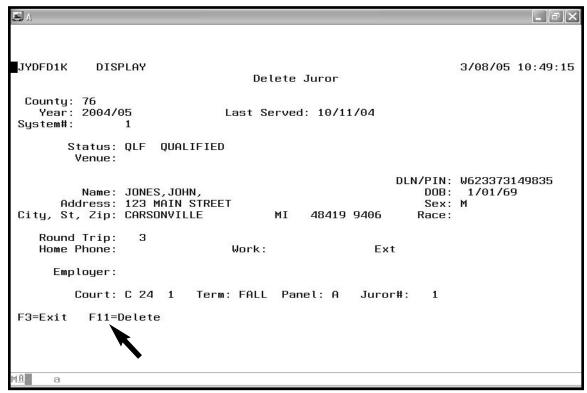
To access the screen to update juror information, enter the juror number in the field at the top of the Work with Juror screen to position the screen to the juror that needs to be updated. Type 2 in the option field and press [ENTER]. The Edit Juror (Change) Key screen appears, press [ENTER] again. Type the modified information and press [ENTER].



Edit Juror screen

To Delete a Juror

To access the screen to delete a juror, enter 4 in the option field next to the desired juror on the Work with Jurors screen. The Delete Juror screen appears, press [F11] to confirm delete.



Delete Juror screen

If an Event or a Voucher has been created for a Juror then an error message is displayed and the Juror record cannot be deleted.

HOW TO UPDATE JUROR RECORDS - STATUS

Use the following steps to update juror records:

- 1. Take Option 1, Work With Jurors from the JIS Jury System menu.
- 2. Type the number that appears on the questionnaire in the system# field that appears in the top portion of the Work With Jurors Screen. Press [ENTER]. The record for the number entered in the system# field will display on the first detail line of the screen.
- 3. To update the status, round trip miles, home/work telephone numbers, occupation code, employer information of a juror:
 - A. Type 2 in the option field next to the record that needs to be updated and press [ENTER]. The Edit Juror (key screen) will display, press [ENTER] again and the Edit Juror screen will display. **Type the status of the juror, [F4] can be used in this field to prompt for valid status codes. If a status code is used that needs an excuse code, again [F4] can be used to prompt for valid excuse codes. The round trip miles, home & work telephone numbers, occupation code and employer/occupation information can be entered from the information on the questionnaire, however, it is not necessary to enter information in these fields. The venue field may be required if a second or third class district court is in the county. Once the necessary information is entered on the screen, press [ENTER] and "CONFIRM: Y(Y/N): will display in the lower right corner of the screen, press [ENTER] again to process the recorded if all information entered is correct.
 - B. The Edit Juror (key screen) will display, enter the number of the next questionnaire in the System# field and press [ENTER], the Edit Juror screen will display for this new record. Continue the process in step number 3 from the ** with the remaining questionnaires. NOTE: If using barcodes and the scanner, once you press [ENTER] to CONFIRM, then scan the barcode on the next questionnaire and the Edit Juror Screen for that juror will display.

- A. Separate the returned questionnaires in stacks according to their qualification code. Example: QLF, PEX O70, etc.
- B. Take Option 1, Work With Jurors from the JIS Jury System menu.
- C. Type the number that appears on the questionnaire in the system# field that appears in the top portion of the Work With Jurors Screen. Press [ENTER]. The record for the number entered in the system# field will display on the first detail line of the screen.
- D. To update the status:
 - 1. Type 2 in the option field next to the first record that needs to be updated and press [ENTER]. The Edit Juror 9key screen) will display.
 - 2. Enter the status code of the first stack of questionnaires in the Status field. Enter an excuse code, if required, in the Excuse field. Press [ENTER]. The Edit Juror screen will display with the information on the questionnaire.

- 3. Enter the round trip miles, home & work telephone numbers, occupation code and employer/occupation information as necessary from the information on the questionnaire.
- 4. Enter the venue in the venue field which may be required if a second or third class district court is in the county.
- 5. Press [ENTER] and "CONFIRM: Y(Y/N)" will display in the lower right corner of the screen.
- 6. Press [ENTER] to process the record if all information entered is correct.
- 7. The Edit Juror (key screen) will display again. Type the system number or scan the bar code of the next questionnaire. The Edit Juror screen will display for that juror with the status and excuse field updated.
- 8. Repeat steps 3 through 7 until the stack of questionnaires with the same status code have been entered. Then move onto the next stack and change the status code and excuse code, if excuse code is required. Continue the process until all questionnaires have been updated on the system.

HOW TO TEMPORARILY EXCUSE A JUROR WITHIN THE SAME TERM

Use the following steps to temporarily excuse a juror within the same term:

- To update a record for a juror who will not be available to serve during a specific period of time:
 - A. Access the Work with Jurors screen and position to the proper juror in the same manner as outlined in steps 1 and 2 above.
 - B. Type E in the option field next to the record to be updated and press [ENTER]. The work with Events screen will display. Press [F6] to create a new event. The Edit Event screen will display. Type information in the following fields:
 - 1) Event: type an event code that will require a date (See Event/Status Code table). Press [F4] to prompt in this field for a listing of available codes.
 - Excuse: type an excuse code. Press [F4] to prompt in this field for a listing of available codes.
 - 3) Date: type the beginning and end date the juror will be excused.

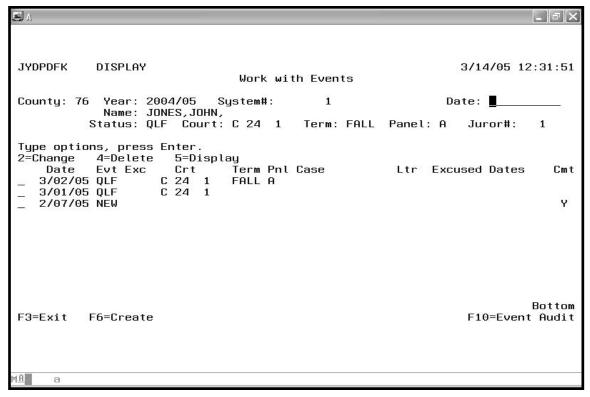
HOW TO RE-ASSIGN JURORS FROM COURT, TERM, AND/OR PANEL

See the Transfer Option previously explained in this chapter.

To Display a Juror Record

To access the screen to display a juror record, type 5 in the option field next to the appropriate juror and press [ENTER]. The Display Juror screen appears. The field definitions for the Display Juror function are the same fields that appear in the Update Juror and Add Juror screens.

To Work with Events for a juror, enter E in the option field of the record that needs to be updated on the Work with Jurors screen and press [ENTER]. The Work with Events Screen will display. The events displayed indicate the chronological activity of the juror in descending date sequence.



Work With Events screen

Field Definitions

COUNTY (Header)	The County in which the juror resides.
YEAR (Header)	The jury year of the juror.

SYSTEM# (Header)	The number assigned to the juror at the beginning of the jury
	process

NAME The name of the juror.

STATUS (Header) The status of the juror.

COURT (Header) The court designation (C=Circuit, D=District, P=Probate,

T=Trial). This labeled field is COURT NUMBER (circuit number, district number or probate number.) The second unlabeled field is the location number the juror is assigned to

(D-67-1, D-67-2).

TERM (Header) The assigned term of the juror.

PANEL (Header) The assigned panel of the juror.

JUROR# (Header) The number given to the juror at the time of their assignment

to a panel.

DATE The date the event was entered.

EVT The event code of the event that was created.

EXC The excuse code (if applicable).

CRT The court designation (C=Circuit, D=District, P=Probate,

T=Trial). This labeled field is COURT NUMBER (circuit number, district number or probate number.) The second unlabeled field is the location number the juror is assigned to

(D-67-1, D-67-2).

TERM The assigned term of the juror.

PNL The assigned panels of the juror.

CASE The assigned case number of the juror.

LTR The letter code of a letter that has been sent to the juror.

EXCUSED DATES The dates the juror has been excused from service.

CMT Indicates if comments are attached to the event.

F10=EVENT AUDIT Press [F10] to display event audit records which are created

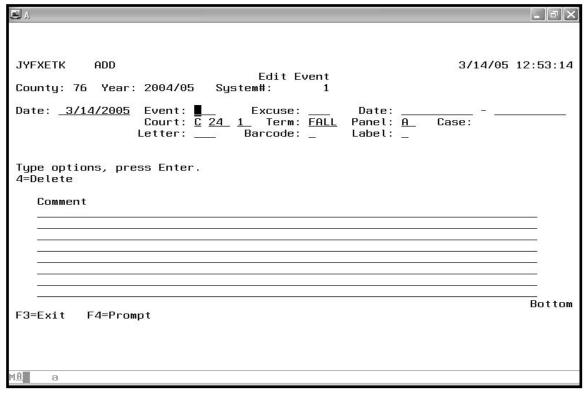
any time an event is added, changed or deleted. Press [F21] from the Display Audit Event screen to print the audit. This option identifies the user, date, time and program used to

update the juror event information.

To Add an Event To access the screen to add an event press [F6] from the

Work with Events screen. The Edit Event screen appears.

Type the necessary information and press [ENTER].



Edit Event screen

Field Definitions

COUNTY (Header)	The County in which the juror resides.
YEAR (Header)	The jury year of the juror.
SYSTEM# (Header)	The number assigned to the juror at the beginning of the jury process.
DATE	The current date is defaulted or enter the actual date of the event. When requesting a letter, enter the date to be printed on the letter.
+EVENT	One of the three letter event codes listed in Appendix A.
+EXCUSE	One of the three letter excuse codes listed in Appendix A.
DATE	Date range for which a juror would be exempt from serving.
COURT	The court designation (C=Circuit, D=District, P=Probate, T=Trial). This labeled field is COURT NUMBER (circuit number, district number or probate number.) The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2).

TERM

The designation code for a term, up to four characters. This field can be used to assign a juror to a term or reassign a juror from one term to another. When adding an event, the term i information will automatically appear if the juror is previously assigned.

PANEL

The designation code for a panel. This field can be used to assign a juror to a panel or reassign a juror from one panel to another. When adding an event, the panel information will automatically appear if the juror is previously assigned.

CASE

This output field would contain the case number to which a juror has been assigned.

LETTER

The three character designation code for a letter. This field can be used to generate a letter to a juror.

LABEL

This field can be used to generate a label for a juror by typing a Y in it. Requested labels are stored on the system until printed as a batch from the Report Menu.

COMMENT

Comments about this entry.

To Modify an Event

To access the screen to update an event, enter the date of the event that needs to be modified in the field at the top of the Work with Events screen and press [ENTER]. That event will display on the first detail line of the screen. Type 2 in the option field and press [ENTER]. Type the modified information and press [ENTER].

To Delete an Event

To access the screen to delete an event, enter the date of the event that needs to be deleted in the field at the top of the Work with Events screen and press [ENTER]. That event will display on the first detail line of the screen. Type 4 in the option field and press [ENTER]. The Delete Event screen will display, press [F11].

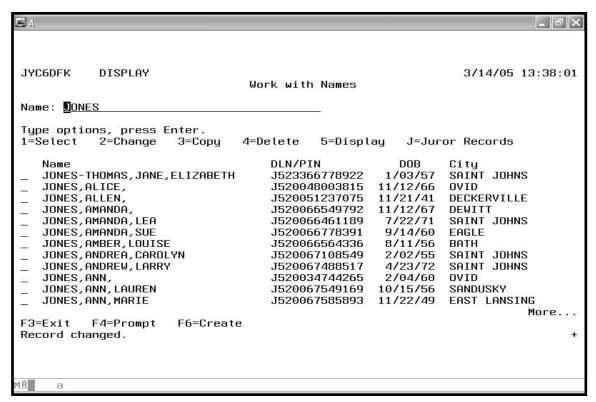
When deleting an event, the most recent status and assignment (court, term, panel) are retrieved from the most recent status event.

To Display an Event

To access the screen to display an event, enter the date of the event that needs to be displayed in the field at the top of the Work with Events screen and press [ENTER]. That event will display on the first detail line of the screen. Type 5 in the option field and press [ENTER]. The Display Event screen will display.

WORK WITH NAMES

The Work with Names function is used to record personal information about jurors. The information may be the dln/pin, name, address, dln issue date, date of birth, sex, social security number, race, or permanent excuse. The name update screens can be accessed from the JIS Jury System Menu or by prompting for a name on the Edit Juror Screen.



Work With Names screen

Accessing the Screen

The Work with Names screen can be accessed from the JIS Jury System Menu by typing 2 on the Selection or command line and pressing [ENTER].

Field Definitions

NAME (Header) This field is a "positioner" field. Type the name of the juror to be displayed on the first detail line of the screen. Format:

Last name, First name.

NAME The name of the juror.

DLN/PIN The driver's license or personal identification number of the

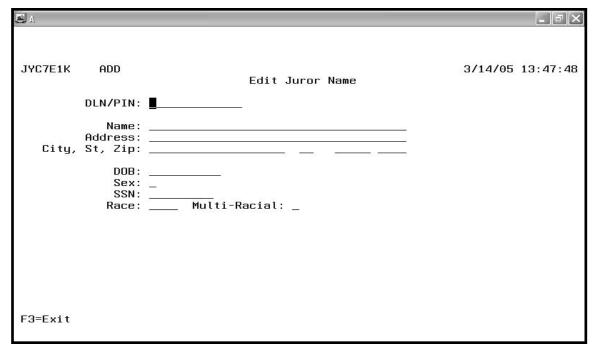
juror.

DOB The date of birth of the juror.

CITY The city of the juror's residence.

To Add a Name

To access the screen to add a name press [F6]. The Edit Juror name screen then appears. Type the appropriate information in the fields that are displayed and press [ENTER].



Edit Juror Name (Add) screen

Field Definitions

DLN/PIN The driver's license or personal identification number

assigned to the juror by the Department of State office.

NAME The name of the juror in the format of LAST, FIRST, MIDDLE,

SUFFIX.

ADDRESS The address of the juror.

CITY, ST, ZIP The city, state and zip code of the juror's residence.

DOB The date of birth of the juror.

SEX The gender of the juror.

SSN The social security number of the juror.

RACE The ethnic race of the juror.

MULTI-RACIAL

Type Y in this field if the juror is multi-racial.

To Select a Name

When prompting for a name in the Edit Juror Screen, you may select a name record to assign to the juror record. Type 1 in the option field next to the desired name and press [ENTER].

To Update a Name

To access the screen to update name information, enter the name of the juror in the field at the top of the Work with Name screen and press [ENTER]. That name will display on the first detail line of the screen. Type 2 in the option field and press [ENTER]. The Edit Juror Name (Change) screen appears. Type the modified information and press [ENTER].

To Change a Name

To access the screen to change the drivers license number and last name due to change, such as marital status, enter the name of the juror in the field at the top of the Work with Name screen and press [ENTER]. That name will display on the first detail line of the screen. Type 3 in the option field and press [ENTER]. The Copy Juror Name Details screen appears. Type the new drivers license number, last name, and press [ENTER].

To Delete a Name

To access the screen to delete name information, enter the name of the juror in the field at the top of the Work with Name screen and press [ENTER]. That name will display on the first detail line of the screen. Type 4 in the option field and press [ENTER]. The Delete Juror Name screen appears. Press [F11] and the record will be deleted.

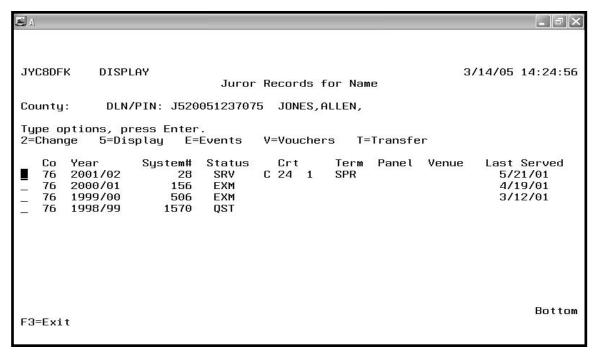
The Juror Name record stands apart from the Juror record. This allows the Juror to be selected for multiple years, without duplicating his/her name. The common link between the two is the person's DLN. When trying to delete a Juror Name, if the Juror record exists (Juror was selected for a County/Year) then an error message is displayed and the Juror Name record can not be deleted. All Juror records must be deleted prior to deleting the Juror Name.

To Display a Name

To access the screen to display name information, enter the name of the juror in the field at the top of the Work with Name screen and press [ENTER]. That name will display on the first detail line of the screen. Type 5 in the option field and press [ENTER]. The Display Juror Name screen appears.

To Display Juror Records

To access the screen to work with juror records, enter the name of the juror in the field at the top of the Work with Name screen and press [ENTER]. That name will display on the first detail line of the screen. Type J in the option field and press [ENTER]. The Juror Records for Name screen will display. A record will display for each jury year this person has had any jury activity.



Juror Records for Name screen

Field Definitions

COUNTY (Header)	The County in which the juror resides.
DLN/PIN (Header)	The driver license or personal identification number assigned to the juror by the Department of State Office.
NAME (Header)	The name of the juror in the format of Last Name, First Name, Middle Name.
СО	The county number in which the juror resides.
YEAR	The year/years the juror has been randomly selected by the Department of State.
SYSTEM#	The number assigned to the juror at the beginning of the jury process.

STATUS The status of the juror.

CRT The court designation (C=Circuit, D=District, P=Probate,

T=Trial). This labeled field is COURT NUMBER (circuit number, district number or probate number.) The second unlabeled field is the location number the juror is assigned to (D-67-1, D-67-2). These three fields would define the location

that the juror is assigned to.

TERM The assigned term of the juror.

PANEL The assigned panel of the juror.

VENUE The venue of the juror.

LAST SERVED The last date of service of the juror.

To Update a Juror Record To access the screen to update a juror record type 2 in the

option field and press [ENTER]. The Edit Juror key screen will display, press [ENTER] and the Edit Juror screen will display. Type the necessary changes and press [ENTER].

To Display a Juror Record To access the screen to display a juror record type 5 in the

option field and press [ENTER]. The Display Juror screen will

display.

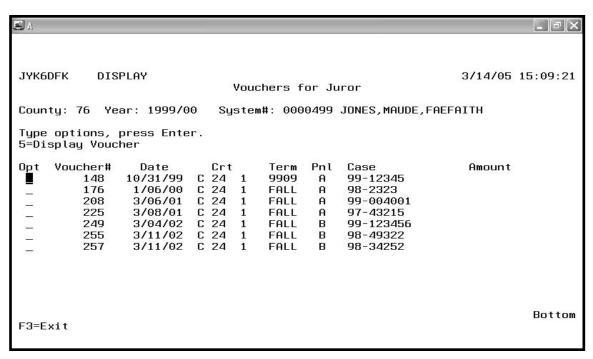
To Work with Events To access the screen to Work with Events type E in the option

field next to the appropriate year and press [ENTER]. The

Work with Events screen will display.

To Work with Vouchers To access the screen to work with Vouchers for Juror type V in

the option field next to the appropriate year and press [ENTER]. The Vouchers for Juror screen will display.



Vouchers for Juror screen

Field Definitions

YEAR (Header) The jury year of the juror.

SYSTEM # (Header) The number assigned to the juror at the beginning of the jury

process.

OPTION Enter 5 in the option field next to the voucher number to

display voucher. (See following example.)

VOUCHER # The number assigned to a voucher at the time it is created.

DATE The date the voucher was created.

CRT The court to which the juror has been assigned.

TERM The term to which the juror has been assigned.

PNL The panel to which the juror has been assigned.

CASE The case number to which the juror has been assigned.

AMOUNT The amount of the voucher.

1/2 DAYS FIRST The number of 1/2 days paid at the first day rate.

1/2 DAYS SUBS The number of 1/2 days paid at the subsequent day rate.

TRIPS Number of trips from jurors residence, to the court house and

back to the jurors residence.

ROUND TRIP MILES
Number of miles per round trip.

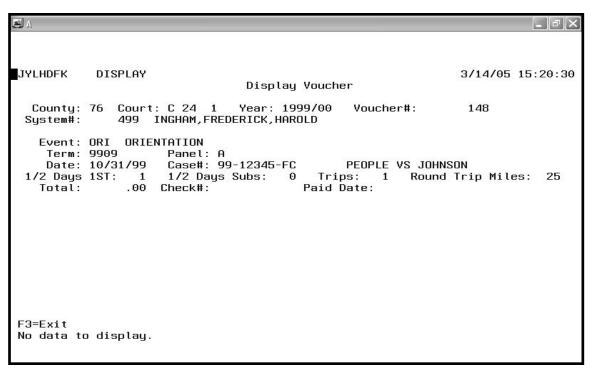
TOTAL Total amount to be paid to the juror.

CHECK # The number of the check paid to the juror.

PAID DATE The date the juror was paid.

DESCRIPTION Item that is being paid.

AMOUNT Amount being paid for each item.



Display Voucher screen